

# CALIFORNIA HORSE RACING BOARD



## REVISED JOB OPPORTUNITY FOR SPECIAL INVESTIGATOR I/ SENIOR SPECIAL INVESTIGATOR

Visit our Website at [www.chrb.ca.gov](http://www.chrb.ca.gov)

LOCATION: ALBANY

FILE BY:

Until Filled

TENURE/TIMEBASE: Permanent/Full time

SALARY:

Special Inv. A \$3593-\$4126

B \$4103-\$4940

Senior Inv. \$4727-\$5705

### REQUIRED INFORMATION:

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

ATTN: SALLY METCALF  
California Horse Racing Board  
1010 Hurley Way, Suite 300  
Sacramento, CA 95825  
(916) 263-6000

MAKE SURE YOU ENTER **JOB OPPORTUNITY –SPECIAL INVESTIGATOR I or SENIOR SPECIAL INVESTIGATOR** in the title box of the Standard State Application, Form 678.

### POSITION DESCRIPTION:

Under the general direction of the Supervising Special Investigator, incumbent conducts field investigations to detect or verify suspected violations of laws, rules and regulations in the preparation of cases for criminal, civil, and/or administrative hearings; conducts background investigations of California Horse Racing license applicants; assists the Stewards in gathering information concerning issues associated with drug testing and medication programs at race tracks; knowledge of the permitted and prohibited drugs that may effect the performance of a race horse and investigate any leads that may involve the inappropriate or illegal use of medication ; and may act as a liaison between the Veterinarians and the California Horse Racing Board. Throughout the year, the investigator will spend approximately 21 weeks at Bay Meadows Race Course in San Mateo, 21 weeks at Golden Gate Fields in Albany, and the remaining 10 weeks assigned to various racing fairs in northern California.

### DESIRABLE QUALIFICATIONS:

Willingness to learn about race horses and the common procedures and practices that are used in the horse racing industry; ability to gain the respect and trust of the horse racing industry; knowledge of drug enforcement practices; knowledge of the veterinary practices used in the horse racing industry; background experience in report writing, interviewing, and investigative skills.

### SPECIAL PERSONAL CHARACTERISTICS:

Willingness to work irregular hours, holidays and weekends; to travel frequently in Northern California and occasionally throughout the State.

### ADDITIONAL INFORMATION:

This is a peace officer position pursuant to Penal Code 830.3. Person chosen for this position of Special Investigator I/Senior Special Investigator will be required to have POST basic certification and will be required to undergo a background investigation prior to appointment

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check.

Questions regarding the duties of the position may be directed to Anne Glasscock at 650-573-4609.

CALIFORNIA STATE GOVERNMENT\*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are

1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

Final File Date: Until filled

Release Date: 04/16/07

# CALIFORNIA HORSE RACING BOARD

## SENIOR SPECIAL INVESTIGATOR ENFORCEMENT DIVISION Northern/Southern Division

### DUTY STATEMENT

Under the general direction of the Supervising Special Investigator I, the incumbent independently conducts field investigations; works as part of a team; or acts as a lead of other investigators when assigned. As Peace Officers under the California Penal Code, Section 830.3d, detects and/or verifies and enforces suspected violations of the California Horse Racing Laws and other related laws.

<b><u>% of Time</u></b>	<b><u>Essential Functions</u></b>
70%	As assigned, will travel to the various race tracks/fair meets to independently, or as a lead, investigate and prepare written reports on reported/observed violations of the CA Horse Racing Laws, CHRB rules and regulations, and/or other related laws inside and outside of the racing enclosure; may assist with difficult or confidential investigations; gather and preserve evidence as required; present cases before the Board of Stewards by proving facts, questioning prosecution and defense witnesses, present the evidence for review and acceptance into the hearing and may litigate cases; may represent the CHRB on appeal cases before Administrative Law Judge and/ or testify as a witness in criminal cases; and establish and maintain cooperative relations with Federal, State and local law enforcement agencies.
20%	Reviews occupational license applications and conducts interviews of license applicants to determine fitness for a license; tests and analyzes the licensees' alcohol intoxication levels and urine samples when a licensee is under reasonable suspicion of being under the influence of drugs/alcohol; develops and works with confidential informants; maintains good communications with the horse racing industry; and assists Stewards in gathering information concerning issues associated with drug testing, medication programs, and other health and safety issues at the race tracks.
10%	May be assigned to inspect intertrack wagering and auxiliary facilities which includes internal and external review of the entire facility; checking licenses of all personnel; securing contacts with the facilities' management, security personnel, and local law enforcement; may assist the Licensing Unit with fingerprinting and other related duties, with the approval of the Supervisor, and performs other duties as required.